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Memorandum

TO : DTR
THRU : C/OS/TR
FROM : CC/OS/TR

DATE: 12 April 1965

SUBJECT: Weekly Activities Report #7
29 March - 11 April 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. TRAINING CONDUCTED

1. During the period of this report, [REDACTED] conducted a total of nine programs involving one hundred and nine trainees plus an indefinite number of trainees under the [REDACTED] TDY program. During the period, two programs were started and three were completed. 25X1A
2. During the period of this report, [REDACTED] conducted a total of three programs involving five trainees. During the period, two programs were started and two were completed. 25X1A

C. PROJECTED ACTIVITIES

25X1A 1. [REDACTED] has a total of thirty programs scheduled to start between 12 April and 18 October 1965.

25X1A 2. [REDACTED] has a total of two programs scheduled to start between 19 April and 26 April 1965.

D. COMMENTS ON TRAINING PROGRAMS

25X1A 1. Two [REDACTED] instructors, [REDACTED] and [REDACTED] completed Phase II of the Saigon program and turned over the reins to the third contingent consisting of [REDACTED] and [REDACTED]. The first few weeks of Phase II 25X1A

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were a continuation of the exploratory work done in Phase I, but later on a regular routine was worked out, with one instructor teaching Counterintelligence in Saigon and the other training area teams in the provinces. This arrangement will carry over into Phase III. The presence of [REDACTED] as PCS Training Officer will also undoubtedly serve to stabilize the programming.

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EX1A

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E. OTHER ACTIVITIES

1. During the period of this report, CC/OS/TR spent three days at [REDACTED] in consultation with COS and various representatives of the training staff.

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F. PERSONNEL

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29 March 1965

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MEMORANDUM FOR: Chief, Operations School
SUBJECT : Biweekly Activities Report No. 7
16 - 29 March 1965

A. SIGNIFICANT ITEMS

Nothing to report.

B. OPERATIONS FACULTY

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25X1A

2. Information Reporting, Reports and Requirements Course No. 53

On 19 March IRRR No. 53 was completed by a total of eight students, three of whom were branch reports officers. [REDACTED] Chief Instructor, reported that several students did outstanding work.

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3. Information Reports Familiarization Tutorial

On 29 March a total of eleven students began a one-week IRF Tutorial. This is an unusually large group, but the Chief Instructor reports he can adequately handle them.

4. Records Officers Course No. 31

On 29 March ROC No. 31 began in Room 1A-07 Headquarters with a total of twenty-six students. The one-week course achieved a very rapid build-up of students immediately preceding this presentation.

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5. Clandestine Services Name Checks Course No. 2

The second CSNC was presented from 22-26 March in Room 1A-07 Headquarters. A total of eighteen students attended. [REDACTED] Chief Instructor, reports that several improvements and revisions were included as a result of the first presentation.

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6. Support Services Course No. 1

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[REDACTED] is completing his work on the student evaluations of the first JOT Support Services Course, which was concluded in Headquarters on 19 March. On the final day of the course, the DDS gave an excellent summary presentation. The JOT Office has supplied us with [REDACTED], two graduates of this course, who are working with [REDACTED] in preparing problem situations for the next presentation. [REDACTED] reports that they have been doing excellent work.

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7. Other Activities

a. Counterintelligence Operations Course No. 57

C/OS/TR and DTR verbally approved cancellation of CI Ops No. 57, which was scheduled to take place from 29 March - 16 April. Although seven students were enrolled in the course, due to the illness of the Chief Instructor, the course was cancelled with the concurrence of the DDP/TRO.

b. Chiefs of Station Seminar No. 3

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We were verbally informed by the DTR that in spite of the departure of the Chief Instructor, [REDACTED], the COS Seminar No. 3 would take place as scheduled from 19 April - 7 May. The DTR indicated that [REDACTED], DDP/TRO, will act as Chief Instructor for this presentation. The usual administrative support will be furnished by this office.

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c. Advanced Operations Seminar No. 2

In spite of the excellent reaction to the first presentation of the Advanced Ops Seminar, as of close of business Friday, 26 March, no student training requests had been received for the second presentation, which was scheduled to take place from 5-16 April. Therefore, with the concurrence of the DDP/TRO, we have requested the DTR to approve cancellation of Advanced Operations Seminar No. 2.

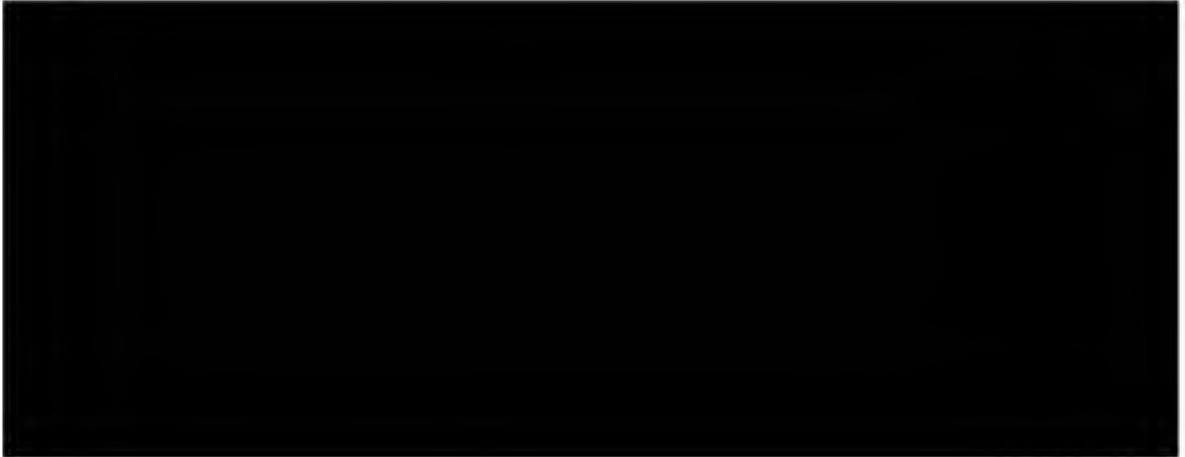
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C. OPERATIONS SUPPORT FACULTY

1. Administrative Procedures Course No. 116

Admin Procedures Course No. 116 started Monday, 15 March, and was concluded on 26 March by a total of twenty-eight students. Two are enrolled in the Operations Support Course starting 29 March. Several students scheduled for overseas also have requested their offices to enroll them in the Operations Support Course. The group ranged in grade from GS-4 to 8 and length of service from two months to eighteen years. However, sixteen of the students had less than one year of service.

2. Operations Support Course No. 65

Ops Support Course No. 65 starting 29 March has an enrollment of twenty-six students and one auditor from WH Division. The Training Officer was advised of the memorandum and training sheet to be sent through DTR for the auditor.

3. Other Activities



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b. Due to revisions made in [REDACTED], "Field Property Accounting," and in the All Purpose Property Form [REDACTED] has revised the sample, practice, and test problems in the Type II Field Property Accounting.

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c. [REDACTED] of the Audit Staff has made Audit Reports from several field stations available to [REDACTED] to acquaint him with the errors and deficiencies in the Type II Property Records. This information will provide the basis for indicated change and emphasis in the future Budget and Finance Courses.

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d. [REDACTED] has prepared new visual aids to be used in conjunction with the lecture on [REDACTED] is completing the art work.

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D. ADMINISTRATION



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UNITED STATES GOVERNMENT

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TO : Director of Training
THRU : Chief, Operations School, OTR

FROM : Chief, Training Assistance Staff,
Operations School

SUBJECT: Bi-weekly Activity Report #7
16 - 29 March 1965

DATE: 29 March 1965 *JL*A. SIGNIFICANT ITEMS:

None to report.

B. OTHER ITEMS:1. PRIDE GOETH . . .:

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[REDACTED] CDC, called on 17 March to say that Mrs. Dorothy Matlack, ACSI, had called to his attention an inconsistency in the definition of defector in our Glossary of Operational Terminology. The error is one of omission rather than inconsistency and will be corrected when the Glossary is revised. According to NSC 5706/02 (revised 10/5/60), the definition of a defector includes "Nationals of countries other than the USSR or the Sino-Soviet Bloc who otherwise meet the special interest criteria . . . may qualify for defector status provided such action is determined to be in the best interests of the United States." The Glossary definition describes a defector as "a national of a country in the Sino-Soviet Bloc . . ."

2. LIAISON:

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On 19 March [REDACTED], AF/OSI, called to say that OSI planned three new courses of three weeks each. He said OSI wished to borrow the Communications and Acquisition series of films as they have done in the past. The courses will begin: 3 April, 3 May, and 31 May. I cleared release with X0/TR and the Film Branch and advised him the films will be available. He has promised a written request for the Film Branch records.

3. TRAINING MATERIALS FORWARDED:

To the Clandestine Services: 105

AF, 1; EE, 1; FE, 56; NE, 3; SR, 1;
SO, 2; WE, 1; WH, 33; TSD, 1; CDC, 1;
CI Staff, 3; FI Staff, 1; DDP/TRO, 1.

To Other Agency Components: 1

COMMO, 1.

TO OTR: 55

25X1A

[REDACTED] 14; CH, 35; CC, 6.

TOTAL: 161

C. ADMINISTRATIVE:

We are glad today to welcome back [REDACTED], tanned and rested from two weeks in Florida. We hope [REDACTED] 25X1A
[REDACTED], who departed as Ed returned, has the same luck 25X1A
with Florida weather.

The Monthly Report to the DDS is attached.

Attachment: DDS Report

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ATTACHMENT

30 March 1965

MONTHLY REPORT FOR THE DDS:

The following figures represent items of training materials distributed by the Training Assistance Staff, Operations School, OTR, to various components of the Agency and other Government agencies during the period 1 through 26 March 1965:

	<u>DIVISION</u>	<u>FOR HEADQUARTERS</u>	<u>FOR THE FIELD</u>
25X1A	AF	1	100
	█ Staff	9	
	CI Staff	4	
	CDC	1	
	CD/GG/RR	1	
	COMMO	4	
	DDP	1	
	EE	1	75
	FE	11	75
	FI Staff	2	
	NE	1	3
	ORR	1	
	OTR	45	850
	SECURITY	1	
	██████████	1	
SR	1		
TSD	1		
WE	1		
WH	5	38	
DIS	75		
ACSI	1		
	<u>168</u>	<u>1,141</u>	
		GRAND TOTAL: 1,309	

Items requested from Clandestine Services and routed to other OTR components - 89

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